Employer's Guide

WORKERS' COMPENSATION BOARD OF NOVA SCOTIA

Employer's Guide

This guide provides general information about your rights and responsibilities under the Workers' Compensation Act. It includes a detailed explanation of the process for reporting payroll and paying premiums, and information about classification and rate setting. It also touches briefly on the benefits and services available to your workers, if they are injured on the job.

If you do not understand a statement or form that the WCB has sent you, or if you are unsure how to complete a form or report, this guide may help you with those things as well. At any time while you are registered with the WCB, or if you anticipate that you may one day be required to be registered with the WCB, please refer to this guide.

If you have questions or concerns about **assessment-related issues**, please contact the WCB:

- in Halifax: (902) 491-8324
- in Canada, toll free: 1-877-211-9267
- by Email: assess@wcb.gov ns.ca

If you have questions or concerns about any **other types of issues**, please contact the WCB:

- in Halifax: (902) 491-8999
- elsewhere in mainland Nova Scotia, toll free: 1-800-870-3331
- in Sydney: (902) 563-2444
- elsewhere in Cape Breton, toll free: 1-800-880-0003
- by Email: info@wcb.gov.ns.ca

What's New

- Employers will now have more control over their individual assessment rate. The merits and demerits applied to an employer's assessment rate have changed. See page 20.

- The maximum assessable earnings figure per worker per year which must be used by the employer in the calculation of total assessable payroll has changed. See page 19.

Legend

Changes introduced this year will appear in a box such as this with an arrow in the margin.

Important notes to a section will appear in a box such as this.

Words in Italic can be found in the Glossary beginning on page 30.

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* Indicates the topic is illustrated for clarification

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Introducing the Workers' Compensation Board of Nova Scotia

In 1915, Nova Scotia became the second province in Canada to pass a law insuring both workers and their employers against financial loss due to workplace accidents.

The Workers' Compensation Act was the result of an historic agreement between workers and employers. Employers agreed to fund the program and, in exchange, workers and their families gave up the right to sue the employer for the impact of work-related accidents.

To administer this new insurance program, the Workers' Compensation Board (WCB) opened in 1917. Today, the WCB:

- assists injured workers to return to work by providing financial, health-care and vocational rehabilitation benefits;
- protects individual employers from the burden of the full cost of their worker's injury;
- safeguards all employers from legal action by their workers as a result of workplace accidents; and
- collects premiums from employers to cover the costs of administering the system.

In the event an accident results in a worker's death, the Act also provides financial benefits to the worker's spouse and dependants.

A new partnership between the Canada Customs and Revenue Agency (CCRA) and the WCB was formed during 1999. Together, the two organizations revamped the WCB's payroll reporting and payment process to be more efficient. The rules and processes under the Assessment Payment Plan, implemented on January 1, 2000, have been harmonized where possible with those used by the CCRA.

Registering with the WCB

Requirements to Register

Most types of businesses are required to have workers' compensation insurance. A business in a mandatory industry, one for which workers' compensation insurance is required under the Act, must register with the WCB within 10 days of becoming an '*employer*.' For WCB purposes, an employer is a business in a mandatory industry that has three or more workers. If the company does not have at least three workers when the business is started, coverage is required as soon as the third person is hired.

'*Workers*' are defined as full-time, part-time and casual employees of a company, as well as some subcontractors. Active officers and directors of limited companies are considered workers when included on the payroll and when determining whether coverage is required (the "*three-worker" rule*).

Registration for some businesses is not compulsory either because of the industry in which the business is engaged or because the business has less than three workers. *Voluntary coverage* is available for these employers. To determine your requirement to register, please contact the Assessment Services Department in Halifax at (902) 491-8324, or toll free in Canada at 1-877-211-9267.

Employer - Employee Relationship

Employers must determine who are considered their 'workers' and who are not. This is important because employers are not permitted to reduce their workers' remuneration to pay for their workers' compensation coverage. Also, an employer's workers cannot register for workers' compensation coverage for themselves.

WCB payments are the sole responsibility of the employer. This is true for all types of workers. Employers who hire subcontractors must be aware that, in certain circumstances, subcontractors are considered their workers. In this case, the employer must ensure that they have coverage for their subcontractors and that the premium is paid. See also the section entitled, "Reporting Subcontractors."

If you are not sure who is considered a worker, please refer to the Canada Customs and Revenue Agency (CCRA) publication called "*Employee or Self-employed?*" or contact the WCB directly. The WCB uses the CCRA's guidelines to determine the nature of a worker's relationship with an employer.

Employees Working Outside Nova Scotia

Occasionally an employee may be required to work outside Nova Scotia. In this case, the employer must confirm with the workers' compensation board equivalent in the area where the employee will be working whether coverage is required with that organization as well. Confirmation of coverage outside Nova Scotia must be provided to the WCB of Nova Scotia so that you are not double-billed.

If you are not required to register with a workers' compensation board equivalent outside Nova Scotia, the WCB in Nova Scotia, upon request, may extend coverage to your workers doing business outside Nova Scotia. If you need more information on a particular situation, please contact the WCB's Assessment Services Department in Halifax at (902) 491-8324, or toll free in Canada at 1-877-211-9267.

Out-of-Province Companies Doing Business Within Nova Scotia

Employers from outside Nova Scotia are required to register with the WCB in Nova Scotia, if they have workers doing business in Nova Scotia for more than five days.

Special Protection

Special protection coverage is available for self-employed proprietors, partners, and family members of an employer living in the employer's household. The applicant selects the desired amount of coverage, from a minimum of $10,200 per year to a maximum of $41,100 in 2001. The maximum is set by regulation. Applicants are encouraged to choose an amount that closely reflects their actual earnings. In the event of an accident, the benefits paid are based on the lesser of actual wages earned or the amount of special protection chosen. Coverage becomes effective when both the application and full payment are received by the WCB. Special protection is renewable on a yearly basis, and will be prorated quarterly upon cancellation.

Voluntary coverage

Voluntary coverage is available for most employers who are not required by law to register with the WCB. Once registered, employers have the same rights and responsibilities as those for whom registration is mandatory. Employers interested in obtaining voluntary coverage should obtain a Registration Form from the WCB's Assessment Services Department in Halifax at (902) 491-8324, or toll free in Canada at 1-877-211-9267. This form is also available on the WCB's web site at www.wcb.ns.ca.

Self-insured Employers

Self-insured employers are the federal and provincial governments that assume their own risk for workplace accidents. As with all accident claims, when government employees are injured on the job, the WCB pays their accident costs. However, what sets governments apart from non-government employers is that government employers reimburse the WCB for all their accident costs and also pay an administration fee. Because their costs are reimbursed, they do not affect the workers' compensation system.

Registration Process

Employers who are required to register with the WCB, and those who would like to obtain voluntary coverage, must complete a Registration Form. For a copy, contact the WCB's Assessment Services Department in Halifax at (902) 491-8324, or toll free in Canada at 1-877-211-9267. You may also download this form from the Library of the WCB's web site at www.wcb.ns.ca.

Alternatively, you may visit the WCB's offices at 5595 Fenwick Street, Suite 109, in Halifax, to obtain a Registration Form. The WCB is open between 8:30 am and 4:00 pm, Monday to Friday.

Business Status Change

If your company changes its business status (structure), you must notify the WCB immediately. In certain circumstances, your company may be considered a 'new employer' for WCB purposes. The following are some examples of changes to business status:

- You are the sole proprietor of your business, and you decide to incorporate;
- You have a partnership and you purchase your partner's shares, making you a sole proprietor; or
- You and your partners own a business, and the group decides to incorporate.

If you are unsure whether or not your company's status has changed, contact the WCB's Assessment Services Department in Halifax at (902) 491-8324, or toll free in Canada at 1-877-211-9267.

Confidentiality/Representation

The WCB will not disclose confidential information about your business to unauthorized persons. If you have a representative working on your behalf, you must authorize the WCB to discuss your assessment matters or release your business information to them. In this case, you must provide the WCB with written authorization confirming the name of the representative and the information to be released.

New Business Service

In the spring of 2001, new employers will be able to register with the WCB electronically through the Nova Scotia Business Registry (NSBR) from their own computers, or at any publicly-accessed computer. The NSBR is an Internet-based service that will provide easy and quick access to many of the initial business start-up services (e.g., registrations, licenses, permits) and renewals required of employers. Employers will be able to register their company with the Canada Customs and Revenue Agency (CCRA), register their company name with Nova Scotia's Registry of Joint Stock Companies, initiate a registration with the WCB of Nova Scotia, obtain licenses, permits and renewals from Nova Scotia's new Service Nova Scotia and Municipal Relations Department (SNSMR, formerly Business and Consumer Services), and provide general contact information for the CCRA, SNSMR and WCB all at once.

The NSBR will save time and avoid duplication of effort. This new service is made possible through a partnership involving the CCRA, SNSMR and the WCB. Check the WCB's newsletter, "*Inside Workers' Compensation*," and web site, www.wcb.ns.ca, for information on when these new services will be available.

Account Numbers

Current WCB Account Structure

Currently, all employers registered with the WCB of Nova Scotia have a 15-digit business number (BN) that identifies their business. The business number was adopted from the CCRA in 2000, with the implementation of the Assessment Payment Plan. The CCRA processes payroll information and payments on behalf of the WCB.

Employers continue to use the WCB firm and division numbers for claims purposes. However, with the use of the BN, these numbers are being phased out.

Business Numbers

(See Illustrations 1 and 2)

CCRA's BN is used to identify businesses that participate in four major CCRA programs: payroll deductions, corporate income tax, import/export, and the Goods and Services Tax/Harmonized Sales Tax.

All employers who are registered with the WCB are required to have a business identifier that is based on the CCRA BN. The 15-digit WCB BN is assigned either by the WCB or the CCRA. It is unique to each employer and is used to process payments and maintain accounts.

When the CCRA forwards the WCB payroll information and payment to the WCB, the BN identifies the proper WCB account to which the information and payment should be applied. Employers must use their WCB BN on all correspondence to the WCB and on all WCB remittances to the CCRA.

If your business is registered with the CCRA, you already have a BN. Your WCB BN includes the same first nine digits (business identifier) used by the CCRA, two letters (NW) to identify a WCB of Nova Scotia account (program identifier), and an additional four-digit number to identify your specific WCB account (account identifier).

Multiple Industries, Divisions and Payrolls

(See Illustrations 1 and 2)

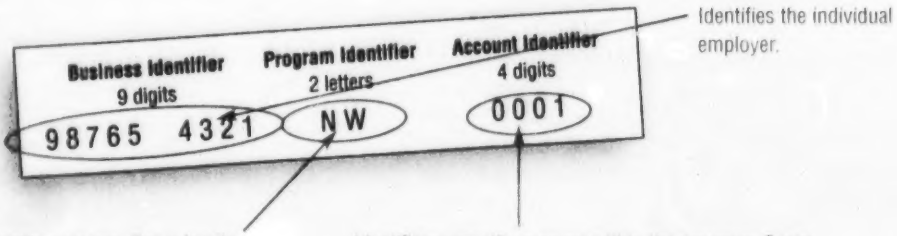
The WCB rates employers by industry. Most employers will have only one 15-digit WCB BN because they have only one WCB account. However, within an industry, an employer may require more than one account for payroll reporting efficiency. For example, if you have workers engaged in more than one industry, you may need an account for each industry. If you have separate divisions within your company, you may need an account for each division. If you keep separate payrolls for your administrative and field staff, or if you hire subcontractors or have special protection, you may need more than one account.

Example

(See Illustration 1)

Jane's Flower Shop is a retail business with five employees. This employer has one WCB account, with the following WCB BN: 98765 4321 NW 0001.

Illustration 1

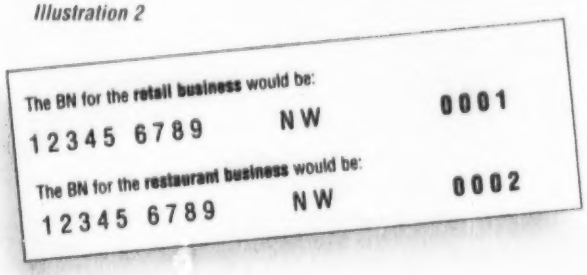

Business Identifier
9 digits
Program Identifier
2 letters
Account Identifier
4 digits
98765 4321
NW
0001
Identifies the individual employer.
Identifies the specific program. For example, "NW" indicates the WCB of Nova Scotia program and "RP" identifies a specific CCRA program.
Identifies a specific account within the program. Some employers will have more than one account in a program. Therefore, this part of the 15-digit number will change.

Example
(See Illustration 2)
John Doe Inc. is engaged in two industries: a retail business and a restaurant. Two payroll accounts have been set up, and therefore, this employer has two WCB accounts.

Notice that the first nine numbers are the same because both accounts belong to the same employer. The two letters (NW) are the same because they identify that these accounts belong to the WCB of Nova Scotia. The last four digits are specific to each WCB account.

If you would like to set up further accounts for payroll purposes, please contact the WCB. Also, if you currently report more than one business under the same WCB firm number and haven't already notified the WCB, please contact the WCB's Assessment Services Department in Halifax at (902) 491-8324, or toll free in Canada at 1-877-211-9267.

Illustration 2



Assessment Payment Plan

The Assessment Payment Plan outlines the process employers use to report their payroll and pay their WCB premiums. It is made possible through a partnership between the Canada Customs and Revenue Agency (CCRA) and the WCB. The Assessment Payment Plan is based on the payroll deductions program of the CCRA, and as such, incorporates many of the rules and processes used in CCRA programs. Although the WCB maintains ownership of the Assessment Payment Plan, the involvement of the CCRA is significant and vital. The role of the CCRA is to accept information and payments from employers on behalf of the WCB.

Remittance Frequencies

Employers must report their payroll and pay their premiums periodically throughout the year. Where possible, the remittance frequencies are harmonized with those used by the CCRA. Most employers will use the same schedule they use to report payroll deductions to the CCRA. For example, most employers report monthly to the CCRA and, therefore, report monthly for WCB purposes. Others, however, report twice (Threshold 1) or four times (Threshold 2) a month, or quarterly to the CCRA, and, in most cases, follow the same schedule for their WCB remittances.

Some employers have more than one account with the CCRA, and each account may require a different reporting frequency. When employers register with the WCB, they will report payroll and pay WCB premiums on the most frequent cycle they use to report to the CCRA. **If new WCB accounts are required to align with your CCRA reporting, please contact the WCB's Assessment Services Department in Halifax at (902) 491-8324, or toll free in Canada at 1-877-211-9267.**

Employers may have a separate account for subcontractors. All subcontractor remittances are made quarterly, regardless how often remittances are made for the employer's other accounts.

Employers who have special protection coverage do not participate in the Assessment Payment Plan. Special Protection employers are still required to have a BN and to pay a premium for their coverage. However, the premium is paid at the time the application is submitted to the WCB, and it is paid directly to the WCB.

Employers registered with the WCB who do not currently report to the CCRA are still required to report their assessable payroll for WCB purposes and send their WCB payments to the CCRA. These employers must obtain a BN and report monthly. Special protection employers report directly to the WCB.

Remittance Due Dates

Where possible, the remittance due dates and frequencies are harmonized with those used by the CCRA. Most employers use the same schedule they use to report payroll deductions to the CCRA.

Reporting Periods

For all reporting cycles, if the due date falls on a Saturday, Sunday, national or Nova Scotia holiday, employers remit their report and payment by the next business day.

If you are a monthly (regular) remitter, your remittance is due on or before the 15th day of the next month.

Monthly Remitters

Reporting Period*	End of Period Date**	Due Date***
January 1 - 31	January 31	February 15
Same for each month: February, March		
December 1 - 31	December 31	January 15

* *Always the 1st day of the month to the last day of the month.*
** *Always the last day of the month.*
*** *Always the 15th day of the next month.*

If you are a quarterly remitter, your remittance is due on or before the 15th day of the month following the end of the reporting period.

Quarterly Remitters

Reporting Period*	End of Period Date**	Due Date***
January 1 - March 31	March 31	April 15
Same for each quarter: April - June and July - September		
October 1 - December 31	December 31	January 15

* *Always from the 1st day of each quarter to the last day of each quarter.*
** *Always the last day of each quarter.*
*** *Always the 15th day of the month following the end of each quarter.*

If you report twice a month (Threshold 1), your remittance for the first period is due on or before the 25th of the same month; for the second period, your remittance is due on or before the 10th day of the following month.

Twice a Month Remitters

Reporting Period*	End of Period Date**	Due Date***
January 1 - 15	January 15	January 25
January 16 - 31	January 31	February 10
Same for each month: February, March		
December 1 - 15	December 15	December 25
December 16 - 31	December 31	January 10

* *Always from the 1st day to the 15th day of each month, and from the 16th day to the last day of each month.*
** *Always the 15th and last day of each month.*
*** *Always the 25th of each month and 10th of the next month, OR 10 business days after each reporting period.*

If you report four times a month (Threshold 2), your remittance is due on or before the third business day after the end of each reporting period.

Four Times a Month Remitters

Reporting Period*	End of Period Date**	Due Date***
January 1 - 7	January 7	January 10
January 8 - 14	January 14	January 17
January 15 - 21	January 21	January 24
January 22 - 31	January 31	February 3
Same for each month: February, March		
December 1 - 7	December 7	December 10
December 8 - 14	December 14	December 17
December 15 - 21	December 21	December 24
December 22 - 31	December 31	January 3

* *Always from the 1st day to the 7th day of each month; from the 8th day to the 14th day of each month; from the 15th day to the 21st day of each month; and from the 22nd day to the last day of each month.*
** *Always the 7th, 14th, 21st and last day of each month.*
*** *Always the 10th, 17th, 24th of the same month and 3rd day of the next month OR three business days after each reporting period.*

Statement of Account

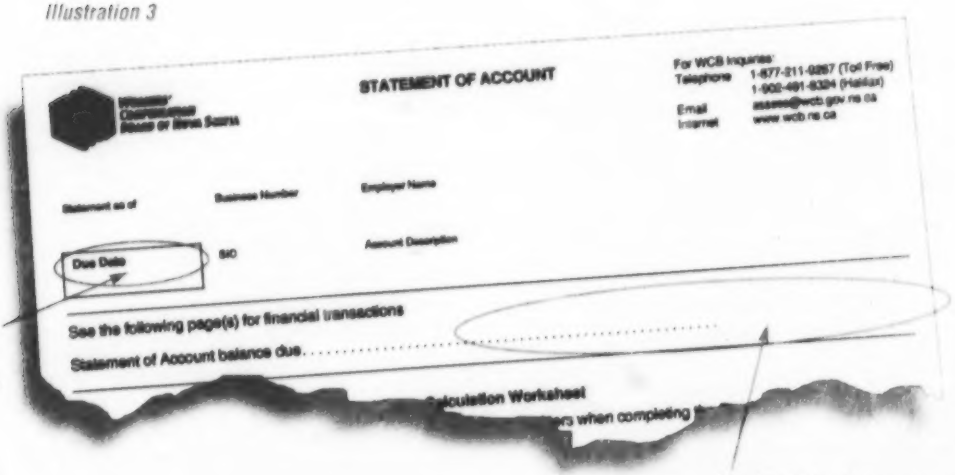
A Statement of Account is issued by the WCB on the 25th day of each month to all employers with active accounts, and those employers having an outstanding balance on account. The Statement of Account has six sections, each providing important information for the employer.

Section 1: Account identification
(See Illustration 3)

At the top of the first page are the date the Statement of Account was printed, and the employer's BN. The BN has 15 digits and identifies the employer's specific account for which this statement is issued. If an employer has more than one account, a Statement of Account is issued for each account on which there is activity. Also in this section is the employer's name, which is noted for identification purposes.

The due date for the employer's remittance is clearly noted in the box at the left margin in this section, and next to that, are the Standard Industrial Classification (SIC) code and account description which indicate the business sector and types of business activities for this employer's account. Below this is the amount due on this account.

Illustration 3



Date on which WCB payment must reach the CCRA.

Existing balance on account, which must be noted on the Remittance Calculation Worksheet and included in your payment.

Section 2: Remittance Calculation Worksheet
(See Illustrations 6 and 7 on page 10)

The Remittance Calculation Worksheet is provided to assist monthly and quarterly remitters in determining their assessable payroll, premium and payment due. You should keep the worksheet for future reference. The Remittance Calculation Worksheet is explained further in the section entitled, "Completing the Remittance Calculation Worksheet" on page 9.

Section 3: Remittance Voucher
(See Illustration 8 on page 13)

The Remittance Voucher must be completed and remitted to the CCRA by the due date identified on the Statement of Account. The Remittance Voucher includes information about the amount of your payment, your total assessable payroll, the number of employees during the period, the end date for the reporting period, and your BN. The Remittance Voucher is explained further in the section entitled, "Completing the Remittance Voucher" on page 13.

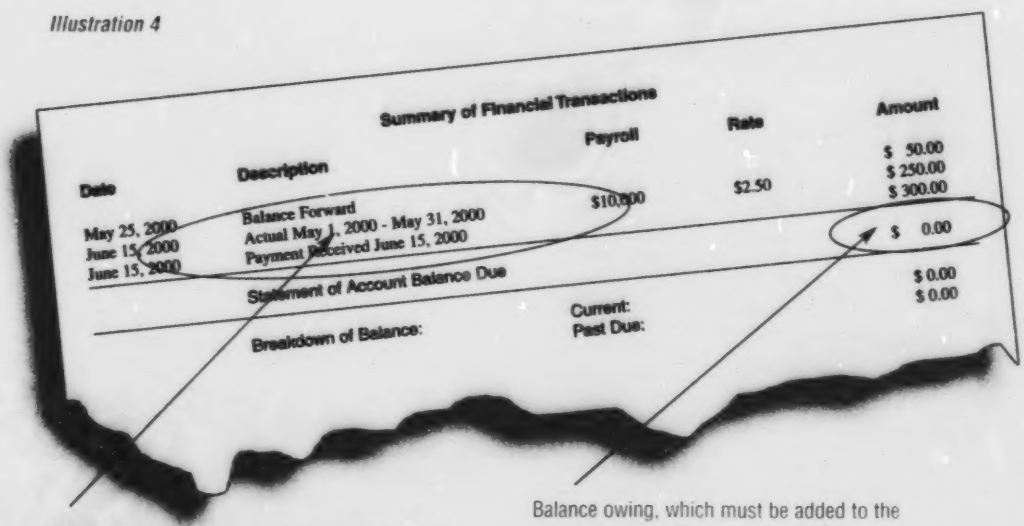
Section 4: Remittance Instructions
Brief instructions about how to make your remittances are noted on the back of the Remittance Calculation Worksheet and, for accelerated remitters, throughout the Remittance Voucher booklet. Accelerated remitters will receive a booklet containing a year's supply of vouchers before the start of each year. Detailed remittance instructions are provided in this guide.

Section 5: Summary of Financial Transactions
(See Illustration 4)

A list of all the past month's financial transactions will be noted in this section. Details for each transaction include the date of the transaction, a description of the transaction, the date a payment was received, the assessable payroll reported, the assessment rate applied, and the amount received. The transaction amounts are totaled to provide the balance due or credit amount. Overdue balances are also listed and, if a balance has been placed in the judgment process pending a legal proceeding, this amount is also listed.

If you make a payment just prior to the date your Statement of Account is issued, your payment may not be noted because it is still in process. It will be reflected on your next statement. If you require clarification of the transactions, please contact the WCB's Assessment Services Department in Halifax at (902) 491-8324, or toll free in Canada at 1-877-211-9267.

Illustration 4



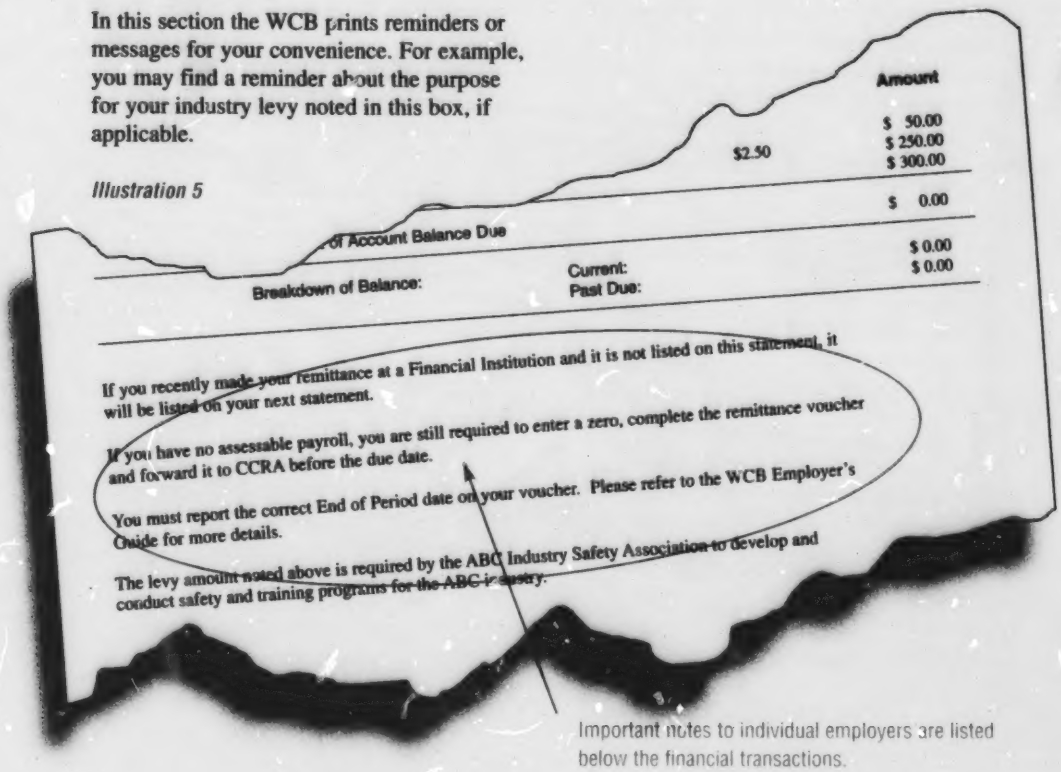
List of transactions recorded during the period.

Balance owing, which must be added to the premium and submitted to the CCRA.

Section 6: Statement Messages
(See Illustration 5)

In this section the WCB prints reminders or messages for your convenience. For example, you may find a reminder about the purpose for your industry levy noted in this box, if applicable.

Illustration 5


Amount
$ 50.00
$ 250.00
$ 300.00
$2.50
$ 0.00
of Account Balance Due
Breakdown of Balance:
Current:
Past Due:
$ 0.00
$ 0.00
If you recently made your remittance at a Financial Institution and it is not listed on this statement, it will be listed on your next statement.
If you have no assessable payroll, you are still required to enter a zero, complete the remittance voucher and forward it to CCRA before the due date.
You must report the correct End of Period date on your voucher. Please refer to the WCB Employer's Guide for more details.
The levy amount noted above is required by the ABC Industry Safety Association to develop and conduct safety and training programs for the ABC industry.

Important notes to individual employers are listed below the financial transactions.

Completing the Remittance Calculation Worksheet

(See Illustrations 6 and 7 on page 10)

The Remittance Calculation Worksheet can be found on your Statement of Account. Accelerated Remitters also have a worksheet on the top portion of each Remittance Voucher in their booklet. Accelerated remitters receive a booklet containing a year's supply of vouchers before the start of each year.

Before you can calculate your premium, you must first determine your total assessable payroll, which is derived from your total gross payroll.

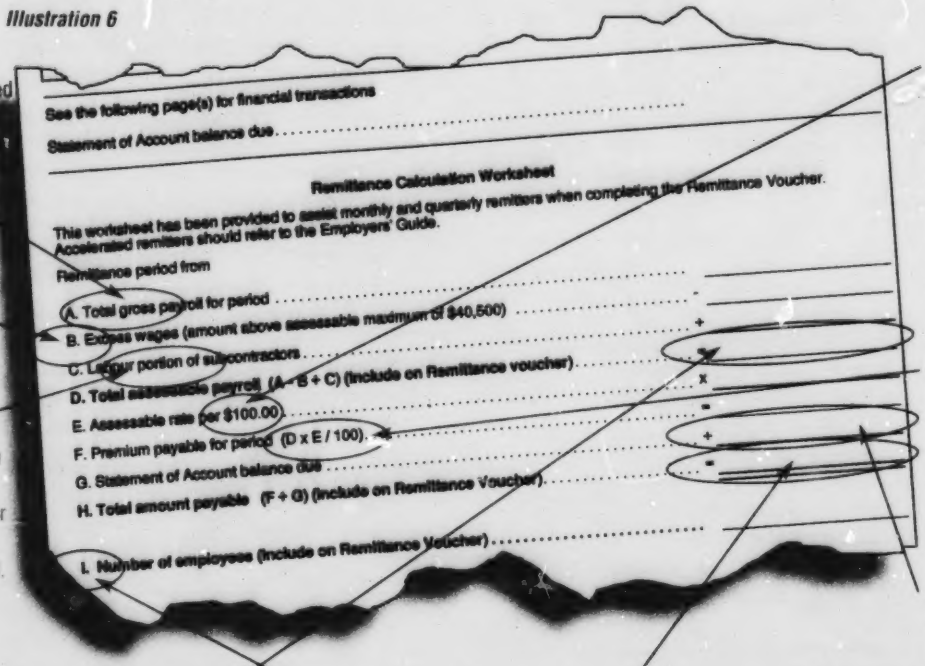
A. Total Gross Payroll for the Period
(See Illustration 6 on page 10)

For WCB purposes, the total gross payroll includes wages **paid** during the remittance period, rather than wages **earned**.

Enter your total gross payroll for the period at line A on your Remittance Calculation Worksheet. If the division in question has been set up for reporting subcontractors only, you will enter zero for gross payroll.

The gross payroll figure is not shown on the Accelerated Remittance Calculation Worksheet, although it is still necessary for accelerated remitters to use this figure to determine their total assessable payroll.

Illustration 6


See the following page(s) for financial transactions
Statement of Account balance due
Remittance Calculation Worksheet
This worksheet has been provided to assist monthly and quarterly remitters when completing the Remittance Voucher.
Accelerated remitters should refer to the Employers' Guide.
Remittance period from
A. Total gross payroll for period
B. Excess wages (amount above assessable maximum of $40,500)
C. Labour portion of subcontractors
D. Total assessable payroll (A - B + C) (include on Remittance voucher)
E. Assessable rate per $100.00
F. Premium payable for period (D x E / 100)
G. Statement of Account balance due
H. Total amount payable (F + G) (include on Remittance Voucher)
I. Number of employees (include on Remittance Voucher)

A list of the wages to be included in total gross payroll can be found on page 11.

An explanation of excess wages can be found on page 12.

If you use subcontractors, you may be required to include them in your payroll. See details on pages 12 and 14.

This is given on your Experience Rating Statement and, in most cases, is preprinted on the worksheet. Refer to page 18 for details on how your rate is calculated.

Multiply your rate by your total assessable payroll and divide by 100 to calculate your premium payable.

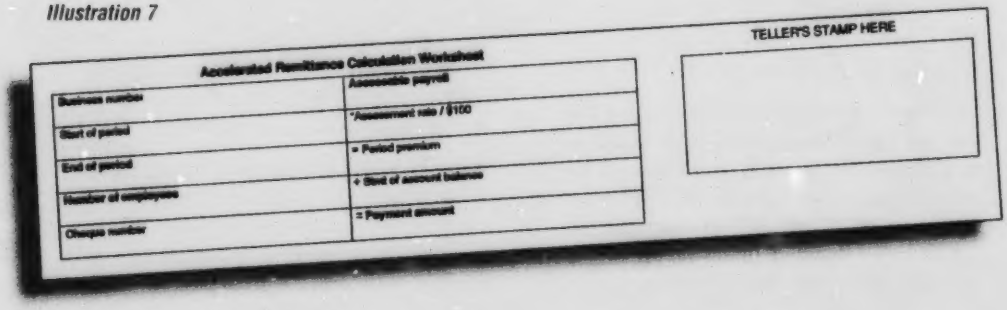
If you have a balance or credit on account, it will be noted here.

Total assessable payroll is your total gross payroll minus excess wages, plus any applicable payroll for subcontractors. See details on pages 9 to 16.

An explanation for number of employees is given on page 13.

Add your premium and balance together to determine your payment. If you have a credit on account, subtract it from the premium to determine your payment.

Illustration 7



The worksheet used by accelerated remitters does not provide spaces for the total gross payroll, excess wages or the labour portion of subcontracts. Accelerated remitters must do this calculation separately, or photocopy the worksheet found on their Statement of Account. In addition, accelerated remitters must enter on their Worksheet the start and end dates of the reporting period, the number of employees, and if convenient, the cheque number of their payment.

Definition of Wages

'Wages' are defined as all employment earnings that are reported to the CCRA in Box 14 of the T4, less:

- Employer-funded short- and long-term disability benefits;
- Top-up of workers' compensation benefits;
- Top-up of earnings-loss replacement benefits
- Top-up of maternity and parental benefits; and
- An equipment allowance of 25% of employment earnings for workers in the logging industry who supply their own chain saws.

The wages, as defined above, of the following employees are **included** in the total gross payroll:

- All full-time, part-time and casual workers;
- All active officers and directors of a limited company; and
- All workers doing business outside the province, who are not covered by the workers' compensation board equivalent in that province, and who have received confirmation that they are covered by the WCB of Nova Scotia.

The wages, as defined above, of the following employees are **excluded** from the total gross payroll:

- Proprietors and any family members living in their household;
- Partners and any family members living in their household;
- Family members of active officers and directors of a limited company who are living in their household;
- Classes of workers identified in Sections 9-14 of the Workers' Compensation General Regulations; and
- Workers doing business outside Nova Scotia who are covered by the workers' compensation board equivalent in that area.

Prorated Wages

The wages of workers who provide support to several divisions must be prorated based on the payroll for the previous year. The prorated amount is included in the total gross payroll for the applicable divisions. If wages cannot be prorated, then the wages must be applied to the account with the highest assessment rate.

Example:

An employer has two accounts/divisions, with administrative staff who support both accounts/divisions. The total wages for those workers who support both accounts for the current year is $10,000. The assessable payroll for last year for the first division was $600,000, and for the second division, $400,000.

Based on the following calculation, $6,000 is included in the assessable payroll for the first account and $4,000 is included in the assessable payroll for the second account.

Account / division	Assessable payroll for **last year**	Percentage of total assessable payroll for **last year** (Column 2/ $1,000,000)	Percentage of total administrative payroll for **current year** (Column 3 x $10,000)
#1	$ 600,000	60%	$ 6,000
#2	$ 400,000	40%	$ 4,000
Total	$1,000,000	100%	$10,000

B. Excess Wages

(See Illustration 6 on page 10)

Excess wages are earnings in excess of the annual assessable maximum per worker (**$41,100 in 2001**). For example, a worker earning $50,000 per year would have assessable earnings for the year of **$41,100**. Employers are required to report all earnings for the worker until the assessable maximum is reached. Once this amount has been paid in a year, all further wages for this worker are considered excess wages, and are excluded from assessable payroll.

Enter the excess wages at line B on your Worksheet. This figure is not shown on the Accelerated Remittance Calculation Worksheet, although it is still necessary for accelerated remitters to use this figure to determine their total assessable payroll.

C. Labour Portion of Subcontracts

(See Illustration 6 on page 10)

If your business hires subcontractors, you must include the labour portion of each contract where (a) the subcontractor was not assessed and in good standing with the WCB, as demonstrated by a WCB of Nova Scotia *Clearance Letter*, and (b) the work performed under the contract falls in a mandatory industry.

General rule of thumb

If you hire a subcontractor who works in a mandatory industry and who cannot provide you with a WCB Clearance Letter, the assessable wages associated with the work must be included in your assessable payroll.

These amounts must be included with the last remittance of each calendar quarter, regardless how often the employer remits for other accounts. A separate account may be set up for subcontractor reporting for your convenience. If you have a separate account for subcontractors only, you will report zero for gross payroll and excess wages on your subcontractor Remittance Calculation Worksheet.

If the labour portion of the contract is not specifically noted in the contract, you must use the percentages indicated in the section in this guide entitled, "Calculating the Labour Portion of Subcontracts." For more information about subcontractors, see the section entitled, "Reporting Subcontractors."

Enter the labour portion of your contracts at line C. This figure is not shown on the Accelerated Remittance Calculation Worksheet, although it is still necessary for accelerated remitters to use this figure to determine their assessable payroll.

D. Total Assessable Payroll

(See Illustrations 6 and 7 on page 10 and Illustration 8 on page 13)

Determine your total assessable payroll by using the following formula:

Total Assessable Payroll = Gross Payroll - Excess Wages + Labour Portion of Subcontracts

Enter your total assessable payroll figure at line D on your Remittance Calculation Worksheet. Accelerated remitters enter this figure at the top of the second column of your Worksheet. This figure must also be noted on the Remittance Voucher.

E. Assessment Rate

(See Illustration 4 on page 8, Illustrations 6 and 7 on page 10 and Illustration 11 on page 21)

The assessment rate preprinted on your Remittance Calculation Worksheet comes from your Experience Rating Statement, which is distributed prior to September each year. Your total assessment rate is listed in the "Summary of Financial Transactions" section on your Statement of Account. This rate includes your individual assessment rate, plus your industry levy, if applicable. The WCB collects a levy from employers in certain industries. The levy is noted in the "Messages and Notices" section of your Experience Rating Statement. Accelerated remitters must enter their total rate (individual rate plus levy) on their Worksheet in the second box in the right-hand column.

F. Premium Payable for Period

(See Illustrations 6 and 7 on page 10)

The premium payable is the amount owed as a result of the total assessable payroll paid for

the period, multiplied by the assessment rate per $100 of assessable payroll. Enter your premium payable at line F. Accelerated remitters enter this amount in the third box in the right-hand column of their worksheet.

G. Statement of Account Balance Due

(See Illustration 4 on page 8 and Illustrations 6 and 7 on page 10)

If you have an outstanding balance or credit on your account, it will be noted on your statement in the top section and at line G on your worksheet. Accelerated remitters must enter this amount on their worksheet in the second last box in the column on the right.

H. Total Amount Payable

(See Illustrations 6 and 7 on page 10 and Illustration 8)

The payment amount is the premium, plus the balance due on your Statement of Account. If you have a credit balance, this amount is subtracted from your premium. Enter the amount payable at line H on your worksheet, or in the box at the bottom of the right-hand column, if you are an accelerated remitter.

I. Number of Employees

(See Illustrations 6 and 7 on page 10 and Illustration 8)

The number of employees includes those people paid during the remittance period. Include anyone for whom you will complete a T4, including part-time and temporary employees, employees absent with pay, etc. Do not include persons for whom you will not complete a T4, such as occasional employees not part of your payroll and persons who did not draw pay in the remittance period, such as those on unpaid leave. Note this number at line I on your Remittance Calculation Worksheet, and also on your Remittance Voucher. Accelerated remitters enter this in the fourth box down the left-hand side of their worksheet and on the voucher.

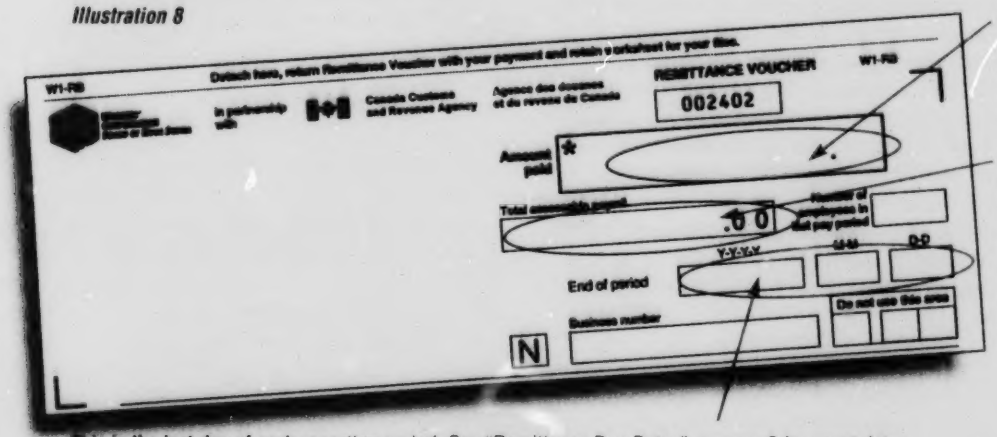
Completing the Remittance Voucher

(See Illustration 8)

When you have completed the Remittance Calculation Worksheet, review the information that is preprinted on the Remittance Voucher to ensure it is correct. Enter your payment amount in the first box, and your **total assessable payroll** in the box below it. This must be completed to avoid receiving a penalty. The number of workers is entered in the box beside your payroll. Enter your end of period date on the voucher. The BN will be preprinted.

If the total assessable payroll or total amount payable for the period is zero, you are still required to mail the Remittance Voucher to the CCRA by your usual due date to avoid a Failure to Report penalty. If you expect to permanently or temporarily discontinue operations, please refer to the section entitled, "Cancellation of Coverage."

Illustration 8



Amount of cheque enclosed with the Remittance Voucher.

Insert the payroll calculated on the worksheet, rounded to the nearest dollar. Please do not report cents.

This is the last day of each reporting period. See "Remittance Due Dates" on page 6 for exact dates.

Payment Methods

You may make your remittance through any payment channel currently used to make payments to CCRA. These include in person at the bank counter or through electronic services provided by your bank (PC banking or telephone banking), or through your payroll service provider. You may also send your remittance by mail, using the self-addressed envelope to the Canada Customs and Revenue Agency, 875 Heron Road, Ottawa, ON, K1A 1B1. **Cheques must be made payable to the Receiver General for Canada.**

You may pay your CCRA payroll deductions and WCB payment with a single cheque, provided that you complete a Remittance Voucher for both organizations and return them with the cheque. Your cheque must be for the total amount of both remittances.

Reporting Subcontractors

Contractors and subcontractors who operate in mandatory industries and who are not individually registered with the WCB are considered to be your workers for WCB purposes. You must provide coverage for them, and include the labour portion of the contract in your total assessable payroll calculation at the end of each quarter. You may not hold back any portion of the contract for WCB premiums. The worker (subcontractor) is not liable for this premium.

If the subcontractor is registered with the WCB but cannot provide you with a Clearance Letter indicating that it is in good standing, then you and the subcontractor are jointly liable for any premium associated with the subcontractor. In this case, you may withhold the amount of the WCB premium paid on the subcontractor's behalf from the contract. You must include the labour portion of the contract in your assessable payroll and pay premiums to cover the subcontractor. If the subcontractor pays, or it is determined that the subcontractor has already paid its premiums to the WCB, the subcontractor may request a refund or account adjustment from the WCB.

If the subcontractor is working in an industry for which coverage is not required (e.g., accounting or consulting engineering), then the labour portion of the contract should not be included in your assessable payroll calculation. No premium is payable for the subcontractor, and the subcontractor is not covered in the case of an accident. You are still required, however, to report all subcontractor information on your Annual Subcontractor Report.

General rule of thumb

If you hire a subcontractor who works in a mandatory industry and who cannot provide you with a WCB Clearance Letter, the assessable wages associated with the work must be included in your assessable payroll.

Clearance Letters

The Clearance Letter confirms that a company has workers' compensation coverage and is in good standing with the WCB. The WCB can provide a registered employer who is in good standing with quarterly or annual Clearance Letters. The WCB does not provide Clearance Letters to anyone other than the representative of the employer.

Before you hire registered contractors or subcontractors, or release funds to them, you should request that they provide you with a Clearance Letter. If the Clearance Letter expires before the end of the contract work period, you must obtain an up-to-date letter. Please keep Clearance Letters on file in the event a WCB audit is required.

Calculating the Labour Portion of Subcontracts

(See Illustration 9)

The Annual Subcontractor Report assists employers in calculating the labour portion of contracts, which must be included in their total assessable payroll calculation for each quarter. This report can be used throughout the year and submitted to the WCB by the last day of February in the year following the reporting year.

A copy of this report is included at the back of this guide. It is also available electronically on the WCB's web site at www.wcb.ns.ca. If you need additional space on this report, you may create a spreadsheet which includes all the information required on this report.

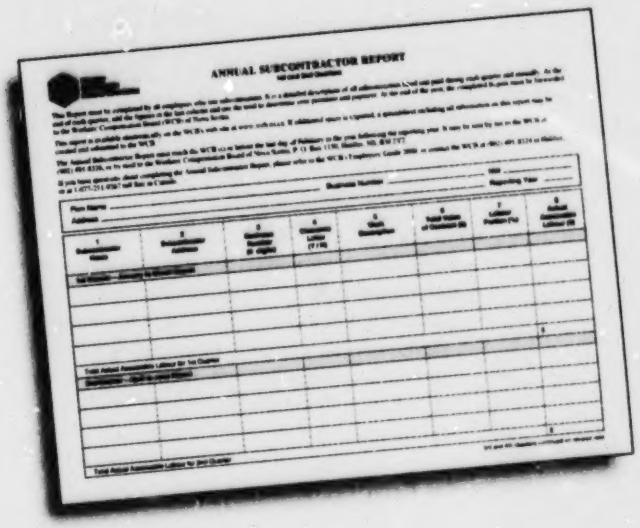
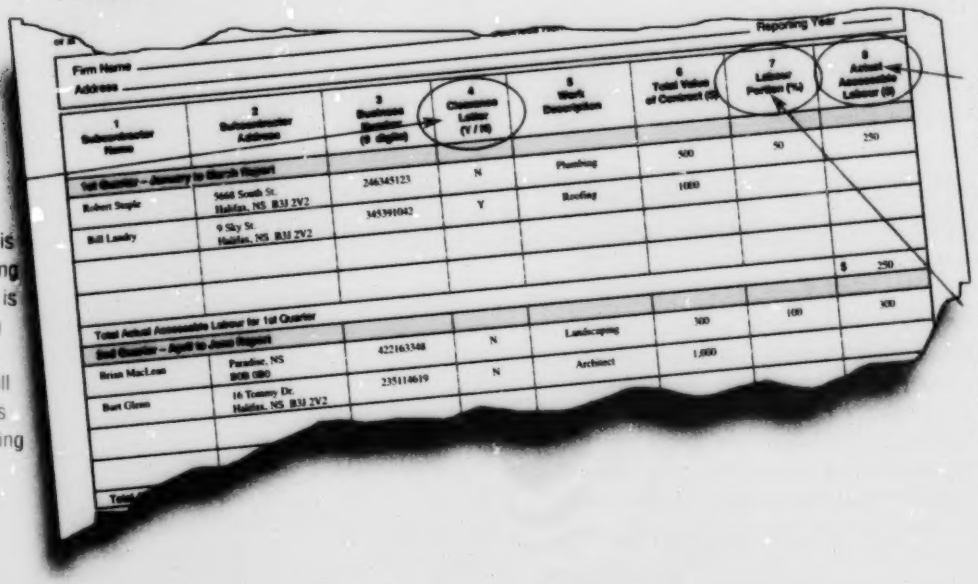

ANNUAL SUBCONTRACTOR REPORT

Illustration 9



Indicates whether the subcontractor is in good standing with the WCB, is registered with the WCB, has reported payroll to date and has no balance owing on account.

Add all figures in Column 8 and transfer this figure to line C on the Remittance Calculation Worksheet.

May be stated in contract. If not, use the percentages provided by WCB on page 16.

Note: In this illustration, the roofing contractor supplied a WCB Clearance Letter, and therefore, the employer does not report actual assessable labour for this contractor. Also, since architects are not required by the WCB to have workers' compensation coverage, the employer is not required to include an assessable labour amount for the architect. Regardless whether subcontractor wages should be included or not, the information about all subcontractors hired must be noted on the Annual Subcontractor Report.

To complete the report, enter the names of all subcontractors used during the quarter in column 1. The addresses for all subcontractors must be entered in column 2. Enter the BN of your subcontractors in column 3. Indicate whether you received a Clearance Letter from subcontractors in column 4 by entering "Y" for yes, or "N" for no. Provide a clear but brief description of the work performed by subcontractors in column 5. In column 6, include the total value of the contract.

At this point, for those subcontractors who provided a Clearance Letter or who are not working in a mandatory industry, no further information or calculation is required. For all subcontractors hired without a Clearance Letter, you must complete column 7 and/or 8 to calculate the total actual assessable labour for subcontractors paid during the quarter.

If the labour portion of the contract is specifically set out, enter this amount in column 8. If the labour portion is not known, use the appropriate percentage provided in the list below to determine the labour portion of the contract. Enter the percentage in column 7 and calculate the total actual assessable labour by multiplying column 6 by column 7. Enter this figure in column 8.

Type of Contract	Portion for Labour
Labour Only	100 %
Labour and Materials	50 %
Courier Service	50 %
Trucking and Leased Equipment	25 %
Logging (Chain Saw)	75 %

At the end of each quarter, total the actual assessable labour amounts (column 8) and enter this figure in the row designated for the quarterly total.

Monthly and quarterly employers must transfer the total assessable amount for each quarter to line C on their Remittance Calculation Worksheet. The Accelerated Remittance Calculation Worksheet does not include a space for this figure, but accelerated remitters must be sure to include this amount in their assessable payroll figure.

At the end of the fourth quarter remittance period, the Annual Subcontractor Report must be signed by the representative of the company, their position and telephone number noted, and the date given. The representative should also ensure that the firm name, address, and BN are correctly entered at the top of the report, and that the reporting year is noted clearly.

The Annual Subcontractor Report must be sent to the Workers' Compensation Board of Nova Scotia, PO Box 1150, Halifax, NS, B3J 2Y2, on or before the last day of February in the year following the reporting year.

Penalties and Interest

Late Reporting

If your remittance is late reaching the CCRA, the WCB will charge a 10% penalty against your account. If you are late repeatedly, you may be charged a 20% penalty.

Failure to Report

If an employer fails to make a remittance by the time they receive their first Statement of Account after the reporting period, the statement will include a message noting the remittance is past due. It will also include a penalty and interest charge for the non-remittance.

If the employer still has not made the remittance by the time the second Statement of Account after the reporting period is issued, this statement will include a *provisional assessment* and further notice that the remittance has not yet been received. Interest will continue to be added to the outstanding balance until payment is received from the employer. The WCB requires the missing payroll information to properly adjust the account.

Under-Reporting

If you under-report your payroll, the WCB will apply a 10% penalty on the difference in premium between the amount paid based on the incorrect payroll and the amount that should have been paid on the correct payroll figure, plus interest.

Interest

Interest will be charged on outstanding amounts. The WCB uses the same interest rates used by the CCRA for unpaid balances. Daily interest is calculated and accrued on all unpaid balances. It is applied monthly to the employer's account.

Provisional Assessment

If you miss a reporting period, the WCB will set a provisional assessment based on the average assessable payroll reported during the previous year, and charge a 10% penalty. Months during which there is no premium payable will not be included in the average. When actual payroll figures are received by the WCB, your account will be adjusted. Any penalties and interest that were charged against the provisional assessment will remain.

Owner/Director Liability

If an employer fails to make WCB remittances (for premiums, outstanding balances, or other payments) to the CCRA, the directors of the corporation may be held personally liable, along with the corporation, to pay the amount due. This amount includes penalties and interest.

Employer Year-end Update Form

The Employer Year-end Update form must be completed by employers after the end of each year and submitted to the WCB by the last day of February in the year following the reporting year. The form requires employers to provide accurate and up-to-date information about the company, including revised or new information about the WCB contact, the officers and directors of the company, and the assets of the company. This form will be distributed to all employers before the end of each reporting year.

Records Audit

The WCB may conduct an audit of the records of any employer doing business in Nova Scotia. The audit includes examination and photocopying of any record that may be required for assessment purposes. Employers are required to keep accurate and up-to-date records for this purpose. Employers are also encouraged to keep copies of their Remittance Calculation Worksheets.

Classification and Assessment Rates

The funds needed to cover WCB benefits and services are collected from registered employers in the form of *premiums*. Premiums are calculated by applying an assessment rate to a firm's assessable payroll.

The WCB's rate-setting model focuses on how industries will share the costs of the system based on the concept of modified collective liability. In theory, all assessed employers are liable for all accidents. Given that the WCB's funding strategy requires an average assessment rate of $2.54 per $100 of assessable payroll, and that different industries experience different levels of accident costs, it is necessary to modify assessment rates at the industry level.

Industries experiencing lower than average costs pay lower than average premiums (based on lower than average assessment rates) and industries experiencing higher than average costs pay higher than average premiums (based on higher than average assessment rates). In theory, if the rate group is responsible for 3% of all accident costs, it will be responsible for paying 3% of total premiums.

When an employer registers with the WCB, the company is first:

- classified according to industry, and then
- assigned an industry assessment rate.

The industry rate is set annually using the WCB's rate-setting model. Individual firm rates are then modified to reflect their individual accident experience through a process called experience rating.

Classification

(See Illustration 10)

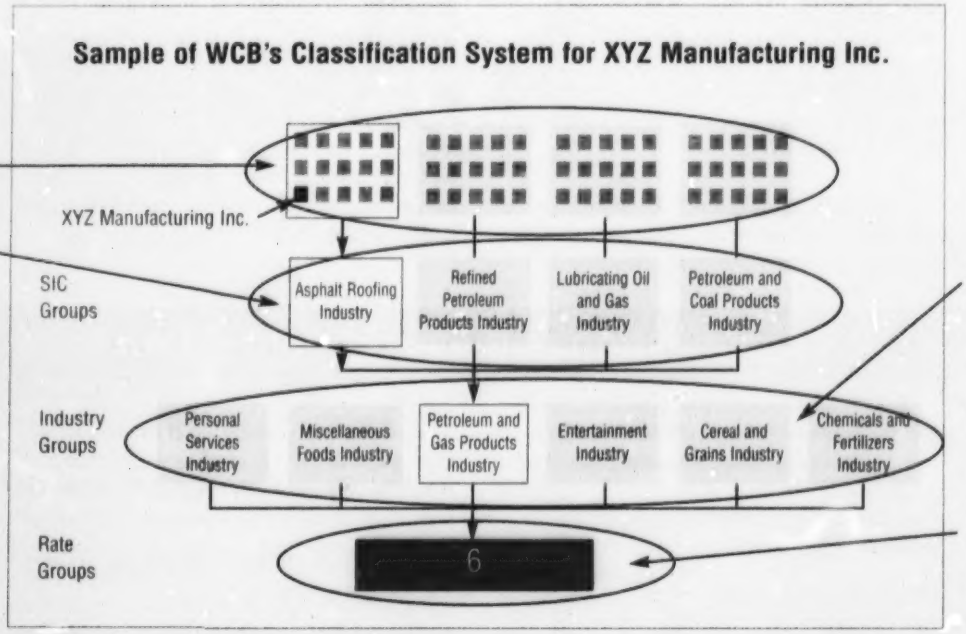
All registered employers are classified by the type of business they operate. The WCB uses Statistics Canada's *Standard Industrial Classification (SIC)* codes for this purpose. Using SIC codes as a standard ensures that businesses operating in similar industries pay similar assessment rates.

Smaller SIC groups that conduct similar activities are placed together in industry groups to ensure statistical credibility. Some large industries are industry groups on their own.

When the industry groups have been established, the *claim-cost experience* for each group is analyzed. Large industry groups may form their own rate group, and smaller industry groups having similar experience are placed together into a rate group.

The claim-cost experience for all industries is monitored regularly to ensure that they are in the appropriate rate group. If an industry group's accident experience varies from the rate group over time, the industry group will be moved to a rate group with a more appropriate fit. Similarly, an industry classification (SIC) code may be moved from an industry group if their claim-cost experience has undue influence on the group rate.

Illustration 10


Sample of WCB's Classification System for XYZ Manufacturing Inc.
Individual employers
XYZ Manufacturing Inc.
Employers are classified by the type of business they conduct and grouped by Standard Industrial Classification (SIC) codes developed by Statistics Canada.
SIC Groups
Asphalt Roofing Industry
Refined Petroleum Products Industry
Lubricating Oil and Gas Industry
Petroleum and Coal Products Industry
Industry Groups
Personal Services Industry
Miscellaneous Foods Industry
Petroleum and Gas Products Industry
Entertainment Industry
Cereal and Grains Industry
Chemicals and Fertilizers Industry
Rate Groups
6
SIC groups that conduct similar type business are placed into industry groups.
Industry groups having similar claim experience are placed into rate groups.

Industry Rates (Rate-Setting Model)

Once all employers are classified appropriately, their costs and payroll are analyzed to determine an appropriate industry assessment rate. Rates are set by first comparing the five-year ratio of costs to payroll for all industries.

Each rate group is assigned a *baseline rate* based on the claim-cost experience for the entire rate group. For the purpose of setting baseline rates, claim-cost experience is measured as the ratio of the cost of new accidents over a five-year period to the payroll for the same period. The claim-cost experience ratio of the rate group, compared to the overall claim-cost experience ratio of all assessed industries, drives the baseline rate.

For example, if a rate group had a claim-cost experience ratio four times greater than the overall claim-cost experience ratio for all assessed industries, the baseline rate would be four times the average rate.

As stated earlier, in theory, if the rate group is responsible for 3% of all accident costs, it will be responsible for paying 3% of total

premiums. The rate will be adjusted each year based on the group's new (running) five-year claim-cost experience.

Employers receive confirmation of their assessment rate for the next year by September 1st of the current year. Assessment rates by SIC code are available in the WCB's Assessment Rate Book, which is published annually. A paper copy of the Rate Book is available on request, or an electronic copy is available in the Library on the WCB web site at www.wcb.ns.ca.

Costs Affecting Rate setting

The WCB does not charge all accident costs against an industry's claim-cost experience. Therefore, not all costs influence rate setting for that industry.

When calculating an industry rate, the WCB looks at payments for new accidents occurring during the most recent five full calendar years. For example, to determine an industry's rate for 2001, the WCB considered only those costs paid on accidents that occurred during the period 1995 to the end of 1999. Accidents that occurred prior to 1995 do not influence rate setting in 2001.

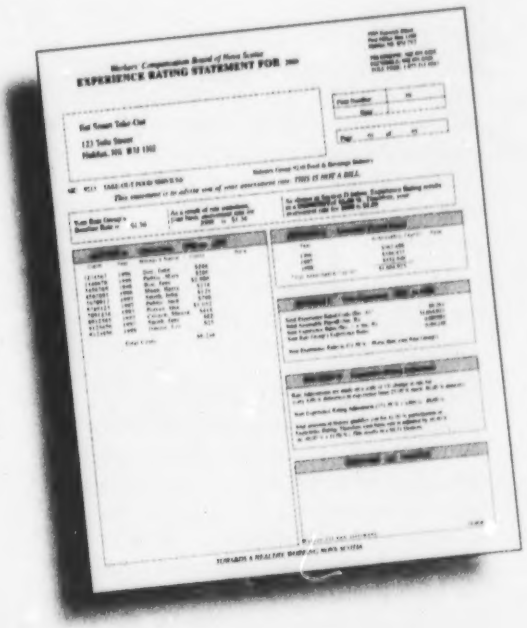
As well, the WCB limits the costs of an accident included in an industry's experience to an amount equal to two times the maximum assessable earnings in the year of the accident. This means that any accident cost incurred by the WCB greater than double the maximum do not affect the industry's experience and rate.

The WCB also charges a standard amount for fatalities set at two times the maximum assessable earnings in the year of the accident, and does not use costs incurred on industrial disease claims in the rate-setting calculation.

Maximum assessable earnings are the maximum amount per employee on which premiums are based. For the year 2001, the maximum is **$41,100.** This amount is reviewed annually and adjusted according to changes in Nova Scotia's Average Industrial Wage.

Experience Rating

Once rates are set at the industry level, the WCB then modifies each employer's individual rate to reflect their accident experience, relative to other employers in their rate group. This process is referred to as "experience rating."



Experience rating shifts a relative amount of the financial responsibility to companies with worse-than-average experience and rewards companies with better-than-average experience. The WCB lowers rates (merits) for employers with below average claim-cost experience, and charges higher rates (demerits) to employers with above average claim-cost experience. In this way, experience rating provides a more equitable system and an incentive for improved safety. In theory, experience rating is intended to be a revenue-neutral program.

The WCB uses the ratio of new accident costs to payroll over a three-year period as the measure of risk when applying experience rating to individual employer rates. The size of the merit or demerit

resulting from experience rating is determined by a comparison of the individual employer's experience with the average experience in their rate group.

The maximum merit or demerit an employer is eligible to receive is based on size, as measured by assessment premiums. A large company participating fully in the experience rating process may receive up to a **30% merit or 60% demerit.** Smaller employers may receive up to a **10% merit or 20% demerit.**

New firms do not fully participate in experience rating until they have built up sufficient claim-cost experience. After one year's claim-cost experience, the firm participates in the program at 25%; after two years, at 50%; and after three years, the firm participates fully in the experience rating program.

Premium	Maximum Merit	Maximum Demerit	Participation Level
<=$5,000	10.00%	20.00%	33.33%
$5,200	10.30%	20.60%	34.33%
$5,400	10.60%	21.20%	35.33%
$5,600	10.90%	21.80%	36.33%
$5,800	11.20%	22.40%	37.33%
$6,000	11.50%	23.00%	38.33%
For each $200 increase in premium, add 0.30% to determine the appropriate merit, add 0.60% to determine the demerit applicable for this increase in premium, and add 1% to the participation level for experience rating purposes.			
$18,000	29.50%	59.00%	98.33%
$18,200	29.80%	59.60%	99.33%
$18,400	30.00%	60.00%	100.00%

Costs Affecting Experience Rating

When setting a company's experience rating, the WCB looks at payments for new accidents that occurred during the most recent three full calendar years. Using only recent accident costs ensures that the system is dynamic and that an employer's experience rating adjustment reflects the company's current accident experience. Costs from accidents long past do not continue to affect an employer's current rate.

The WCB does not include all costs in experience rating. For example, for 2001, a company's experience is affected by new costs associated with accidents that occurred between 1997 and the end of 1999. For experience rating, the WCB charges a standard amount for fatalities set at the accident year's assessable maximum. In addition, at the employer level, costs are capped at the maximum assessable earnings in the accident year. The WCB also does not include costs for industrial disease claims.

Experience rating provides an incentive for employers to create safer working environments and to involve employees in safety programs. Improved safety results in fewer lost work hours, which means happier workers and lower claim-cost experience. Working together, employers and workers who reduce accident costs can have a direct influence on assessment rates.

The Experience Rating Statement

(See Illustration 11 on page 21)

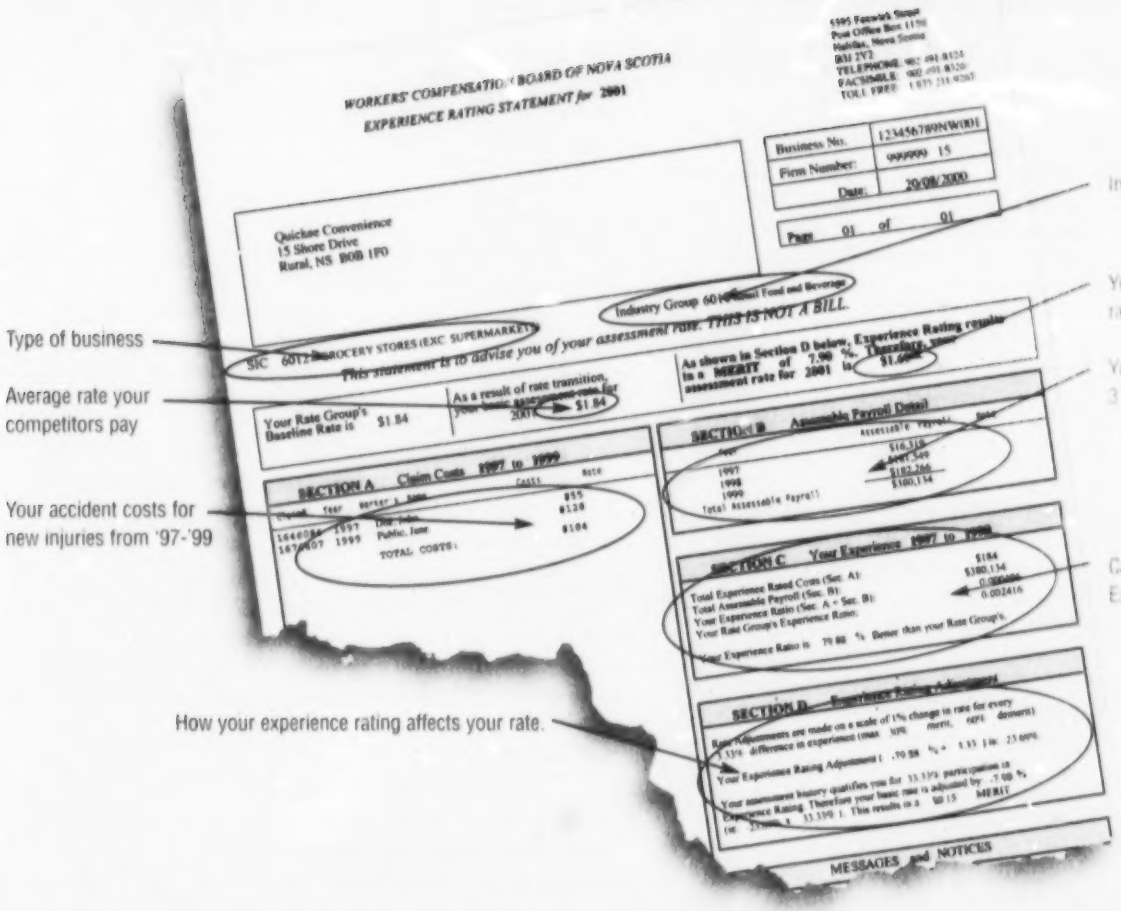
The Experience Rating Statement includes valuable information about the individual employer, as well as their rate group. The top of the statement shows the employer's name and address, BN, firm number, SIC and industry group in which it is a part.

Below this, the statement shows your rate group's baseline rate. This is the rate to which you and your rate group are headed, based on your rate group's cost experience. Beside that is your basic rate for the coming year, before experience rating is applied. If your basic rate is different from your rate group baseline rate, your rate will move toward the baseline over a number of years. For 2001, no employer in transition will have an industry rate more than 120% of the baseline. In addition, industries transitioning upward will do so at 20% per year with a minimum increase of $0.60.

On the right-hand side of the statement is your assessment rate for the coming year, which has been adjusted for your experience. In the illustration, this employer has received a merit, but demerits would also be noted here.

Moving down the statement, Section A details your new claim costs for the three full calendar years used in the experience rating

Illustration 11


WORKERS' COMPENSATION BOARD OF NOVA SCOTIA
EXPERIENCE RATING STATEMENT for 2001
Business No:
Firm Number:
Date:
Page 01 of 01
Quickse Convenience
15 Shore Drive
Rural, NS B0B 1P0
Industry Group
Your assessment rate for 2001
Your payroll over 3 years
Type of business
Average rate your competitors pay
Your accident costs for new injuries from '97-'99
Calculation of Experience Ratio
How your experience rating affects your rate.
SECTION A Claim Costs 1997 to 1999
SECTION B Assessable Payroll Data
SECTION C Your Experience 1997 to 1999
SECTION D
MESSAGES and NOTICES

process, and Section B details your total assessable payroll during the same period. An employer with a provisional payroll on file is not eligible for an experience rating merit until the WCB receives actual or audited payroll figures.

In Section C, your experience ratio and that of your rate group are calculated based on the total figures from Sections A and B. The ratios are compared to determine your experience rating adjustment, which is calculated and noted in Section D. This section also confirms your participation rate for experience rating purposes.

A "Messages and Notices" box is located at the bottom of the statement, and used for reminders or to provide additional information. For example, an industry levy would be noted here, if applicable.

Industry Levy

The WCB collects a levy on behalf of certain industries in Nova Scotia. The levy monies are used to improve the health and safety of workers in those industries. The levy is charged in addition to the employer's assessment rate and must be used to determine the total assessable payroll. The levy rate is noted in the Summary of Financial Transactions on the Statement of Account (See Illustration 4 on page 8) and also on the Experience Rating Statement.

For a complete list of industry types, Standard Industrial Classification codes and WCB assessment rates, see our Rate Book which can be viewed in the Library on our web site at www.wcb.ns.ca.

Permanent Cancellation Requirements

Most employers operate in 'mandatory' industries and have more than two workers. For them, workers' compensation coverage is required, and cannot be cancelled arbitrarily. Employers may cancel their workers' compensation coverage permanently, if their operations are closing; if the number of their workers falls below three for at least 12 continuous months; or if they have voluntary coverage. Employers wishing to cancel their workers' compensation coverage must do so by notifying the WCB in writing with the details and ensuring all assessable payroll has been reported. Employers are responsible for any assessment up to the date the account is closed. It is the employer's responsibility to inform workers that they are no longer covered.

Voluntary Coverage

Voluntary coverage is coverage purchased by employers who are not required by law to have workers' compensation coverage. Voluntary coverage may be cancelled at any time by notifying the WCB in writing. Employers are required to report all assessable payroll up to the date written cancellation notification was received by the WCB.

Employers are responsible for any assessment up to this date and must provide notification to their workers that coverage is no longer in place.

Closing Operations

If your business is closing permanently, you will be required to either complete a *Business Discontinuation Form* or provide written notification to the WCB with the details. In addition, you must report all assessable payroll up to the date of closing. A paper copy of the Business Discontinuation Form is available at the back of this Employer's Guide or directly from the WCB, and an electronic copy is available in the Library on the web site at www.wcb.ns.ca.

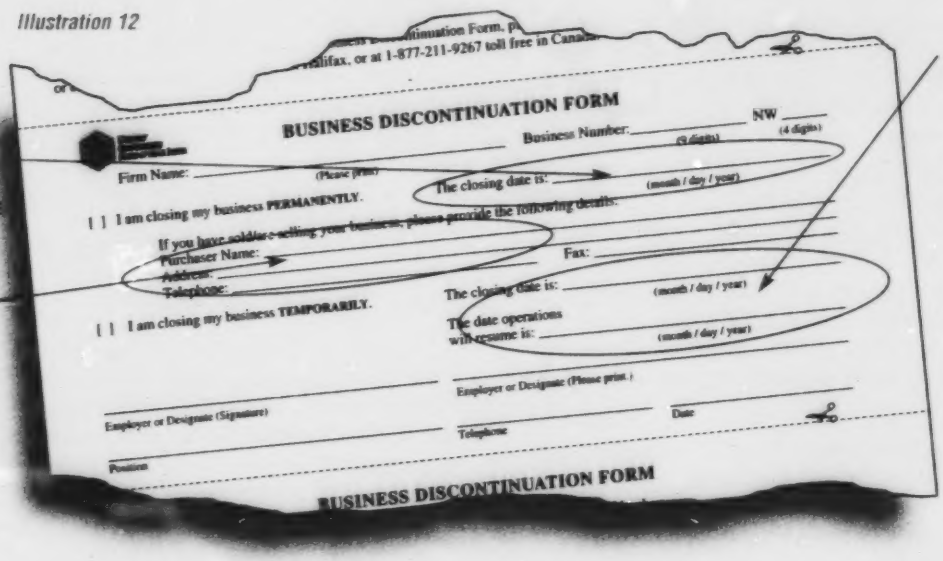
If your business stops operating in the middle of a reporting period, you are still required to complete your Remittance Voucher for that period and forward it to the CCRA on or before your usual due date. You are responsible for any assessment up to the date your business closed.

If you have sold your business, you must provide details about the sale (i.e., the purchaser's name, address, telephone and fax numbers) to the WCB.

Illustration 12

If you are closing permanently, note the date of closure here.

If you are selling your business, provide details here.



Both the closing date and the date operations resume must be noted here for a temporary closure. If the resumption date is not included, the WCB will expect Remittance Vouchers as usual.

Less than Three Workers

If you are operating in an industry in which coverage is mandatory, but have reduced the number of your workers to less than three, you may cancel coverage if there is a clear expectation that future operations will involve fewer than three workers for at least 12 continuous months.

Accounts will not be opened and closed throughout the year simply because the number of workers fluctuates between two and three. If there is any uncertainty, the WCB will review your historical payroll information to determine coverage status and if cancellation is appropriate. If it is apparent you will have less than three workers for at least 12 continuous months, coverage may be cancelled. In addition, you must report all assessable payroll up to the date you notified the WCB that coverage was no longer wanted. You are responsible for any assessment up to this date and must provide notification to your workers that coverage is no longer in place.

Temporary Suspension of Reporting

There may be times when your business ceases operating temporarily, or because of its seasonal nature, it does not operate for certain periods during the year. You are still required to make your remittances by your scheduled due dates. Failure to report by the scheduled due date, even if there is no assessable payroll during a period, will result in penalties. Therefore, if you know you will have no assessable payroll to report for certain periods, you may find it convenient to complete a Business Discontinuation Form rather than continue to submit Remittance Vouchers for these periods. This form notifies the WCB that you will not be operating for a specified time period.
If your business stops operating in the middle of a reporting period, you are still required to complete a Remittance Voucher for that reporting period and forward it to the CCRA on or before your usual due date.

Employers must ensure that the closing date and the date on which they expect to begin operating again are noted on the Business Discontinuation Form. Both dates must be provided. Simply writing 'unknown' in the space provided, or anything other than a specific date, will not suffice. If the WCB is not aware of the specific date operations are expected to resume, you will continue to receive statements and be expected to continue making your remittances. When the date you expect to resume operating arrives, you must begin making your remittances on your usual reporting cycle.

Notes:

- If you have not started operating by the date indicated on your Business Discontinuation Form, you are still required to complete and return your Remittance Voucher for the period by the due date. However, you will indicate a zero payroll figure on the Remittance Voucher.
- If you start operating sooner than indicated, it is your responsibility to notify the WCB. In this case, you are required to begin making remittances on your usual reporting cycle, immediately after start-up.

If you do not notify the WCB that you have ceased operating temporarily, and you have not filed a Remittance Voucher for the reporting period, you will be charged a penalty for failure to report. **Please be sure to notify the WCB that remittances will not be forthcoming for a specified period in order to avoid penalties.**

During a temporary closure you will continue to receive statements from the WCB if there is any activity or an outstanding balance on your account. Any outstanding balances must be paid by the usual due date.

Business Discontinuation Form

(See Illustration 12 on page 22)

This form must be fully completed and returned to the WCB or the CCRA. Please print your firm name and BN on the form. Place a check mark in the box to indicate whether you are closing permanently or temporarily.

If you are closing permanently, enter the closing date. If you are selling your business, you must provide details about the new owner.

If you are closing temporarily, enter the closing date and the date you expect to begin operating again. Sign and print your name, note your position within the company and telephone number, and date the form before returning it to the WCB or the CCRA.

In the Event of an Injury

When a worker has an accident on the job, the employer is required to provide immediate emergency medical attention, including transportation to a medical facility, if necessary. The WCB covers the cost of most health care to help in the worker's recovery. Health care includes hospital care, visits to a doctor or chiropractor, surgery, prescriptions, physiotherapy, dental expenses or other health-care items such as braces or crutches. Health-care benefits are available to injured workers from and including the day of the accident for all approved claims, whether or not they lose time from work.

New WCB Accident Report and User's Guide

The WCB has a new Accident Report which is faster and easier to complete. It was developed from research and information obtained from our stakeholders over the past five years. The new report is available in paper copy or electronically; it can be downloaded from the web site at www.wcb.ns.ca, or we can send it to you by email on request. We're working to improve the services we provide to you, our stakeholders.

Accident Reporting Obligations

Employers must complete a WCB Accident Report for all accidents that require medical attention and/or where there is time lost from work or earnings lost as a result of the injury. If there is no time loss, earnings loss, or medical attention required, it is not necessary to report the accident to the WCB. However, the employer should store the accident information, including the worker's name, the date of the accident, a description of how the accident happened, and the type of injury, in the event there is a future claim for this injury.

The WCB Accident Report must be sent to the WCB within five business days of the employer being notified of the accident and received by the WCB within eight business days. To help speed up this process, the WCB encourages employers to send accident reports by facsimile. There are two dedicated fax lines for this purpose. The numbers are:

- in mainland Nova Scotia, (902) 491-8001 and,
- in Cape Breton, (902) 563-0512

Upon registration, and on request, employers receive a master copy of the WCB Accident Report which they can photocopy as needed and submit to the WCB by fax. Alternatively, this report is available to download from the WCB web site at www.wcb.ns.ca and submit by fax. Also on request, the WCB can provide employers with an email or disk version of the report (Portable Document Format) for completion and submission by fax. **Due to confidentiality and security issues with the Internet, please do not send the completed WCB Accident Report by email.**

To obtain a copy of the WCB Accident Report, call (902) 491-8999 in Halifax, 1-800-870-3331 toll free in mainland Nova Scotia, (902) 563-2444 in Sydney, or 1-800-880-0003 toll free in Cape Breton.

A graduated penalty structure is in place for employers who fail to report or are late reporting accidents. It provides for a base penalty of $100 for each time an accident is reported late. An additional $25 is levied for each day the form is late up to a maximum of $500 per claim. The WCB may levy additional penalties where accident reporting obligations are continuously breached.

Worker Benefits

Depending on the severity of the worker's injury, the WCB may offer short-term or long-term financial benefits, as well as most health care required to treat the worker's condition. Vocational rehabilitation may also be offered. The earnings on which benefits are based are capped at the maximum insurable earnings for the year of the accident. The maximum is adjusted annually according to Nova Scotia's Average Industrial Wage. In 2001, the maximum is $41,100.

Injured workers must undergo an unpaid waiting period equal to 2/5ths of their usual work week before they are entitled to receive benefits from the WCB. The WCB does not pay benefits during the waiting period. After the worker's waiting period expires, they are eligible to receive Temporary Earnings-Replacement Benefits (TERB) based on 75% of their "net" or "after-tax" earnings. The TERB is paid as long as the worker is recovering from the injury and has an earnings loss as a result of the injury. If the recovery extends beyond 26 weeks, the benefit will increase to 85% of net earnings.

While an injured worker's first compensation cheque will be reduced by the amount the worker would have received during the waiting period, if the injured worker is off work due to the accident for more than five weeks, the amount is reimbursed. Employers may top-up their employees' benefits to their pre-accident earnings, although this is not required by the WCB.

A worker who has sustained permanent injuries may receive a Permanent Impairment Benefit (PIB), which is paid over the worker's lifetime and/or an Extended Earnings-Replacement Benefit (EERB), which is replaced at age 65 with an annuity.

The PIB is based on the degree of the worker's permanent medical impairment (PMI) and the worker's net pre-accident earnings. The PMI rate is determined by the WCB's medical advisors in consultation with the worker and medical specialists.

The EERB is paid if the worker loses income because of their permanent injury. It is based on 75% or 85% of the worker's loss of earnings, which is the difference between the worker's net earnings before the accident and the worker's net earnings (or potential earnings) after the accident.

At age 65 the worker's EERB is replaced by an annuity. The annuity is calculated by setting aside an additional 5% of the worker's PIB and EERB benefits each year until age 65. This amount is used to purchase an annuity, which is intended to replace lost retirement income.

Fortunately, few workplace accidents in Nova Scotia result in death. However, if a worker should die due to a workplace accident or illness, financial benefits are available for dependants. For example, the WCB may pay spousal benefits, dependent child benefits, education benefits, and funeral expenses.

Full details about the benefits and services provided to workers and their families are available in the "Worker's Handbook." If you would like copies for yourself, or for your workers, contact the WCB at (902) 491-8999 in Halifax, 1-800-870-3331 toll free in mainland Nova Scotia, (902) 563-2444 in Sydney, or 1-800-880-0003 in Cape Breton. This handbook may also be viewed on the web site at www.wcb.ns.ca.

Re-employment

Most employers are required to re-employ their injured workers as soon as the worker is safely able to return to work. This requirement does not apply to employers with fewer than 20 workers, and employers in the construction industry or other specifically excluded industries.

This means that if the worker is able to return to work and do the essential duties of their job, they must be re-employed at their pre-accident job. If their job is no longer available, then the employer must find a similar job for the worker. If no similar job is available, then suitable work must be found. As positions open up that are more like the worker's pre-accident job, these must be offered to the worker.

If adjustments or modifications to the worksite are needed to accommodate the worker, the WCB may be able to provide equipment and wage replacement incentives. For more information, contact the WCB at (902) 491-8999 in Halifax, 1-800-870-3331 toll free in mainland Nova Scotia, (902) 563-2444 in Sydney, or 1-800-880-0003 toll free in Cape Breton.

The employer's obligation to re-employ lasts up to two years after the accident and ends if the worker refuses an acceptable offer of re-employment. The WCB will assist the employer and worker with re-employment decisions.

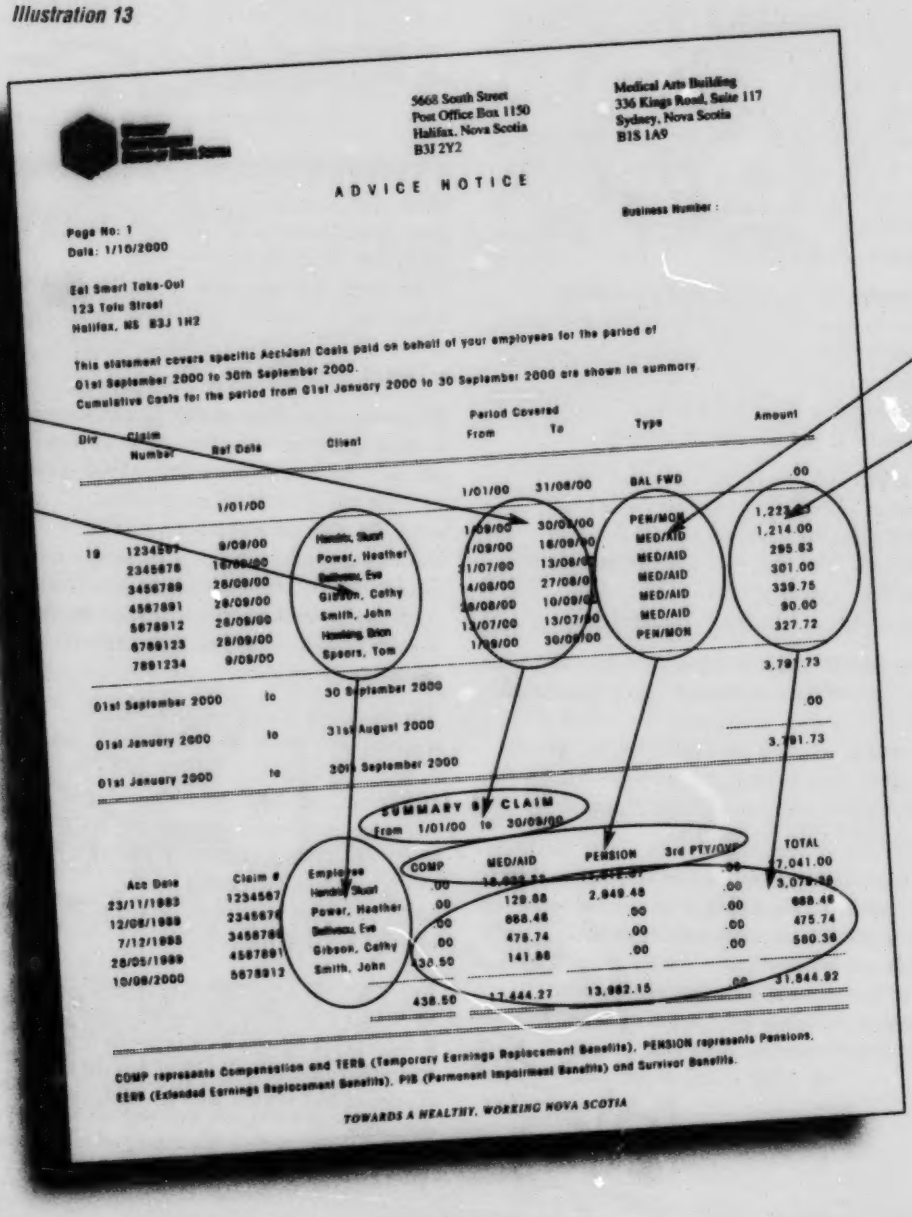
Early Assistance

Early assistance is not a program, but the philosophy upon which most WCB programs are based. It is the belief that workers who return to work safely recover more quickly. Therefore, early assistance begins as soon as a claim is received.

Early assistance may involve returning workers to modified duties, or easing workers back to work with shorter shifts. Some WCB programs, such as the Employment Incentives Program and the On-the-Job Training Program, include wage subsidies, or the loan of equipment and technology to assist injured workers with their duties. Other programs, like the Return-to-Work Program, include assistance from the WCB to develop return-to-work programs for companies who want to help their workers return quickly and safely to work.

Early assistance can help employers reduce accident costs, which affect experience rating and premiums. Early Assistance helps workers by getting them back to work and productive again, and reducing the psychological and

Illustration 13



financial impacts the injury may have had on their lives and their families. The WCB benefits from early assistance by having more satisfied stakeholders and reduced system costs.

Early assistance is very much a co-ordinated effort involving the worker, their family, their employer, their union, their doctor, and the WCB.

Advice Notice

(See Illustration 13 on page 26)

An Advice Notice is a regular report that shows the benefits paid on your workers' claims. It is available monthly, quarterly or annually, on request. Specifically, it lists the claims associated with your company, the period during which specific accident costs were paid by the WCB, the type of benefit provided by the WCB, and the cost associated with the benefit.

Appealing a WCB Claim or Assessment Decision

Employers are entitled to appeal decisions of the WCB regarding their workers' claims for compensation, or matters related to assessments and classifications.

Generally, if an employer does not agree with a decision of the WCB, the employer may contact the WCB with new information. If the employer still does not agree with the decision, an appeal may be made to a WCB Hearing Officer. The Hearing Officer's decision is the WCB's final decision.

For more information on appeals, the WCB has a brochure available called "Appealing a WCB Decision." For a copy, call (902) 491-8999 in Halifax, 1-800-870-3331 toll free in mainland Nova Scotia, (902) 563-2444 in Sydney, or 1-800-880-0003 toll free in Cape Breton. This brochure may also be viewed on the web site at www.wcb.ns.ca.

The next level of appeal is to the external Workers' Compensation Appeals Tribunal, which is part of the Nova Scotia Department of Justice.

Annual and Quarterly WCB Reports

The WCB publishes an annual report by April 1st of each year that summarizes its operations for the previous year. The report includes financial and statistical information, injured worker and employer success stories, Long-term Business Plan updates, and other general information.

The WCB also issues quarterly reports that provide a basic financial and statistical summary of the previous period.

The quarterly and annual reports are available on request by calling (902) 491-8100 in Halifax or toll free in Nova Scotia at 1-800-870-331. These reports may also be viewed on the web site at www.wcb.ns.ca.

Rights and Responsibilities

All employers with workers' compensation coverage are subject to the provisions of the *Workers' Compensation Act* of Nova Scotia. Below is a list of your rights and responsibilities according to this law.

You have the right to:

- Participate in a claim. You and your injured worker are allowed to participate equally in the adjudication of the worker's claim.
- Have the injured worker examined by a doctor of your choice. You may request that your injured worker be examined by a doctor paid for and chosen by you. The WCB will consider the medical evidence submitted by both your doctor and the worker's own doctor.
- Appeal a WCB decision. Decisions made by the Assessment Services or Client Services Departments may be appealed.

Your responsibilities are to:

- Register your business. You are required to register your business with the WCB within 10 days of becoming an 'employer' as defined by the WCB. Any employer who fails to register, but is required to do so under the *Act*, may be liable for the full cost of any workplace accident, plus additional penalties.
- Maintain employee records. The Act requires employers to keep a detailed, up-to-date record of who is hired, when they started and their rate of pay. A WCB Field Representative will review these records on a periodic basis.
- Remit payroll information and premiums. Employers must report their total assessable payroll and make their WCB payment to the CCRA periodically during the year, and on or before their due dates.
- Report accidents. A WCB Accident Report must be sent to the WCB within five business days of the employer being notified of an accident and arrive at the WCB within eight business days. Firms that do not report accidents within eight business days may be subject to fines. If the worker does not lose time from work or earnings and does not require medical assistance, it is not necessary to report the accident. However, the employer should keep a record of the details of the accident anyway. In this way, if the injury worsens and the worker wants you to file a WCB Accident Report in the future, you'll have the information needed by the WCB.
- Provide immediate medical attention. If an employee needs immediate medical attention, you are responsible to get it and pay for it. For example, transportation to the nearest medical treatment facility.
- Re-employ injured workers. If you regularly employ 20 or more workers, you must re-employ your injured worker if they are ready to return to work within two years after their accident. This provision does not apply to the construction industry and other industries specifically excluded by regulation.

We Have Answers

If you have questions about assessment-related issues, contact your Field Representative directly, or call one of the numbers noted below under "For assessment inquiries."

If you have questions about your accident reporting obligations, or if you require assistance improving your accident reporting processes, please contact your Regional Manager directly, or call one of the numbers noted below under "For general and claim inquiries."

A copy of the *Workers' Compensation Act* is available from Service Nova Scotia by calling (902) 424-7580 in Halifax, or 1-800-526-6575 toll free in Nova Scotia. You may also request government publications from Service Nova Scotia by fax at (902) 424-5599, or by email at publications@gov.ns.ca. On-line requests can be made by visiting www.gov.ns.ca/snsmr/consumer/publications/catalogu.stm.

Public libraries can provide copies of the *Workers' Compensation Act* and the *Workers' Compensation Board Policy Manual* on loan.

Copies of the *Policy Manual* are available for a fee from the Workers' Compensation Board by calling (902) 491-8100 in Halifax, or 1-800-870-3331 toll free in Nova Scotia.

The *Workers' Compensation Act* and the *WCB Policy Manual* are also available for viewing on the WCB's web site at www.wcb.ns.ca.

You may also contact us at the following addresses and telephone numbers for more information:

Workers' Compensation Board
of Nova Scotia
PO Box 1150
5668 South Street
Halifax, NS B3J 2Y2
Web site: www.wcb.ns.ca

For assessment inquiries:
Toll free in Canada: 1-877-211-9267
Halifax Local: (902) 491-8324
Facsimile: (902) 491-8326
Email: assess@wcb.gov.ns.ca

For general and claim inquiries:
Toll free in Mainland NS: 1-800-870-3331
Halifax Local: (902) 491-8999

Accident Reporting
Facsimile: (902) 491-8001

General Information
Facsimile: (902) 491-8002

Toll free in Cape Breton: 1-800-880-0003
Sydney Local: (902) 563-2444
Facsimile: (902) 563-0512

Email: info@wcb.gov.ns.ca

Glossary

Accelerated Remitter - An employer who reports its payroll and pays its premium twice or four times a month.

Accident Date - In general, the date a work-related injury occurred.

Advice Notice - A statement containing a list of an employer's injured workers and the costs paid by the WCB on their claims.

Assessable Payroll - The amount used to determine an employer's premium. Specifically, assessable payroll is gross payroll, minus excess wages, plus the labour portion of subcontracts. More details can be found on pages 9 - 12.

SNSMR - Short form used to identify the new Service Nova Scotia and Municipal Relations Department of the government of Nova Scotia (formerly Business and Consumer Services).

BN - Short form used to identify the Business Number. (See "Business Number")

Baseline Rate - The target rate for a rate group, as determined by the group's claim-cost experience.

Basic Rate - The individual employer's assessment rate, before experience rating is applied.

Business Discontinuation Form - Form to be completed when an employer expects to discontinue operations on a temporary or permanent basis. By completing this form, the employer is telling the WCB that it will not be remitting reports or premiums for a specified time period, or permanently. For temporary closings, the form clearly identifies the date on which remittances will begin again. A copy of this form can be found at the end of this guide.

Business Number - A number used by the Canada Customs and Revenue Agency, the WCB and various government departments, to identify employers (businesses). The Business Number has three parts that identify the employer, the program and the account. The WCB BN replaces the WCB's firm and division numbers. The WCB uses "Business Number" and "account number" interchangeably.

CCRA - Short form used to identify the Canada Customs and Revenue Agency.

Claim Costs - The present value of all payments made in the year of the accident, and expected to be made in subsequent years, as a result of the accidents that occurred in the reporting year.

Clearance Letter - A letter confirming whether an employer is in good standing with the WCB. This means that the employer is registered with the WCB, is current with their payroll reporting, and does not have an outstanding balance on their account. It is provided on request to the employer.

Contractor - A person or company hired by an employer to do a specific job for a specific price. The WCB uses "contractor" and "subcontractor" interchangeably.

Cost-Experience Ratio - The ratio of new injury costs to assessable payroll. It is used to set baseline rates and calculate experience rating merits and demerits.

Due Date - The last day on which an employer's remittance must be received by the Canada Customs and Revenue Agency.

Employer - A company becomes an 'employer' for WCB purposes when it is engaged in an industry for which workers' compensation coverage is required and it has three or more workers. Companies with voluntary coverage are also considered 'employers.' The CCRA may use a different definition for employer in its programs.

Experience-Rated Costs - The benefits paid by the WCB for a period of three full calendar years, which are used for experience rating purposes. Some costs are excluded. For example, the WCB only considers costs associated with new accidents.

Experience Rating - A program where an individual employer's assessment rate is adjusted up or down based on a comparison of their cost experience with the average cost experience of their rate group.

Extended Earnings-Replacement Benefits (EERB) - A long-term benefit from the WCB designed to compensate an injured worker for economic loss due to a workplace injury/illness.

Gross Payroll - The earnings figure found in Box 14 of the Canada Customs and Revenue Agency T4 for certain workers. Beginning with this figure, employers will determine their total assessable payroll for reporting purposes.

Health-care Benefits - All benefits related to medical aid or health care, including, for example, hospital charges, doctor or chiropractic fees, drugs and physical therapy.

Industry Group - A group created for industrial assessment purposes. It consists of employers who conduct similar activities.

Long-Term Disability Benefits - All financial benefits paid after the short-term disability benefits have ceased and after the injury is considered by the WCB to be sufficiently stabilized, plateaued or consolidated. Long-term disability benefits include Permanent Impairment Benefits (PIBs) and Extended Earnings Replacement Benefits (EERBs).

Maximum Assessable Earnings - The maximum earnings on which assessment premiums are based. This figure is set by the WCB annually based on the Average Industrial Wage in Nova Scotia.

Maximum Insurable Earnings - The maximum earnings on which the amount of an injured worker's benefits are calculated. This is the same figure used for maximum assessable earnings.

Monthly Remitter - An employer who reports its payroll and pays its WCB premiums to the CCRA on a monthly basis. The WCB uses "monthly remitter" and "regular remitter" interchangeably.

Participation Level - The level at which an employer participates in the experience rating process. It is determined by the number of years that the employer has been registered with the WCB and the employer's average annual assessment premium. The higher the level of participation, the greater the amount by which experience rating can adjust an employer's rate. To fully participate, an employer must have at least three years' experience.

Payment - The payment is the amount submitted by employers for workers compensation coverage. It should include both the premium and any outstanding balance on the Statement of Account. It is included as part of the remittance.

Premium - The purchase price for workers' compensation insurance coverage. The premiums collected from all registered employers are used to cover the costs to administer the workers' compensation system. Individually, this amount is determined by multiplying the employer's total assessable payroll by their assessment rate per $100 of assessable payroll (and industry levy, if applicable).

Prorated Wages - The apportioned wages of workers who provide support to several divisions of an employer. The amount to be prorated can be determined by finding the percentage of total assessable payroll for each division in the previous year, and multiplying this by the total administrative payroll of the company for the current year. See the example in the section entitled, "Completing the Remittance Calculation Worksheet." Prorated wages must be included in the total gross payroll for the applicable divisions, and used to determine an employer's total assessable payroll, premium and payment.

Provisional Assessment - A payroll figure estimated and used by the WCB when employers do not provide the actual figure, as required.

Quarterly Remitter - An employer who reports its payroll and pays its WCB premium to the CCRA on a quarterly basis.

Rate Group - A group created for WCB assessment purposes. It consists of various industry groups that have similar claim-cost experience. Baseline rates are set at the rate group level.

Rate-Setting Cost - The benefits paid by the WCB for a period of five full calendar years, which are used for experience rating purposes. Some costs are excluded. For example, the WCB only considers costs associated with new accidents.

Regular Remitter - An employer who reports its payroll and pays its WCB premium to the CCRA on a monthly basis. The WCB uses "regular remitter" and "monthly remitter" interchangeably.

Rehabilitation Benefits - Any costs relating to the rehabilitation of an injured worker, including vocational and psychological costs. Rehabilitation benefits do not include income benefits to the injured worker during the rehabilitation period. Income benefits are paid as short-term disability benefits.

Remittance - The remittance is the payroll report (Remittance Voucher) and payment (premium plus outstanding balance).

Remittance Period - The period for which actual total assessable payroll is determined and for which a premium based on the actual payroll is calculated. Remittance periods are based on those used by the Canada Customs and Revenue Agency, or determined by the WCB. They vary from four times a month to quarterly. The WCB uses " remittance period," "reporting period," and "remitting period" interchangeably.

Remittance Voucher - Form to be completed and sent along with the WCB payment to the Canada Customs and Revenue Agency. The information to be included on the form is the amount of the payment, number of employees in last pay period, end of period date, and total assessable payroll.

Reporting Period - The reporting period is the same as the remittance period. The WCB uses "reporting period," "remittance period," and "remitting period" interchangeably.

Self-Insured Employer - Provincial and federal governments departments that are individually liable for their own workers' compensation costs. This means they pay the costs of their own claims, as well as an administration fee to the WCB. Because their accident costs do not impact the workers' compensation system, self-insurers are not assessed with other registered employers.

Short-Term Disability Benefits - All income benefits paid during the initial period after the injury, before the injury has stabilized, plateaued or consolidated. Short-term disability benefits include income benefits during a rehabilitation period and Temporary Earnings Replacement Benefits (TERBs).

Special Protection - Special protection coverage is an optional insurance plan for self-employed proprietors, partners, and family members of an employer living in the employer's household. The amount of coverage may range from a minimum of $10,200 per worker to the maximum insurable earnings per worker for the year.

Standard Industrial Classification (SIC) Code - A system developed by Statistics Canada to classify employers by the nature of their business. This system is used by the WCB to classify employers.

Subcontractor - A person or company hired by an employer to do a specific job for a specific price. The WCB uses "subcontractor" and "contractor" interchangeably.

Survivor Benefits - All benefits provided to the surviving spouse, children, or other dependants, after the death of the worker. Survivor benefits may include financial benefits, education benefits and funeral costs.

Temporary Earnings-Replacement Benefits (TERBs) - A short-term benefit from the WCB designed to compensate an injured worker for economic loss due to a workplace injury/illness.

Three-Worker Rule - The three-worker rule is used to determine whether an employer must register with the WCB. The three-worker rule only applies to employers operating in mandatory industries as outlined in the Workers' Compensation Act. If the employer works in a mandatory industry, as soon as the employer hires the third worker, workers' compensation coverage is required. The definition of worker is noted below. Not all workers under the three-worker rule are covered under the WCB's regular policy; some workers require special protection.

Threshold 1 Remitter - An employer who reports its payroll and pays its premium twice a month.

Threshold 2 Remitter - An employer who reports its payroll and pays its premium four times a month.

WCB - Short form used to identify the Workers' Compensation Board of Nova Scotia.

Worker - A 'worker' is any full-time, part-time, casual, or temporary worker. It may also include owners, officers or directors of the employer, if they are working in the business and carried on the payroll. Subcontractors who do not have their own workers' compensation coverage may also be considered workers. The number of workers in a company is used to determine whether coverage is required. Refer to the Workers' Compensation Act for more details.

Notes

BUSINESS DISCONTINUATION FORM

If you plan to close your business permanently, or if your business will stop operating for *a specific period of time*, you must complete this form. The date operations resume must be specified. If the WCB is not aware when you will resume operating, you will continue to receive statements and be expected to continue making your remittances. Please return the fully-completed Business Discontinuation Form to the WCB by fax at (902) 491-8326, or by mail to either the **Workers' Compensation Board of Nova Scotia, P. O. Box 1150, Halifax, NS, B3J 2Y2,** or the **Canada Customs and Revenue Agency, 875 Heron Road, Ottawa, ON, K1A 1B1.** You may return this form with your remittance, if you remit by mail. Financial institutions will not accept this form.

If you have questions about completing the Business Discontinuation Form, please refer to the WCB's Employer's Guide, or contact the WCB at (902) 491-8324 in Halifax, or at 1-877-211-9267 toll free in Canada.

BUSINESS DISCONTINUATION FORM

Firm Name: _____ Business Number: _____ NW _____
(Please print) (9 digits) (4 digits)

[ ] I am closing my business **PERMANENTLY.** The closing date is: _____
(month / day / year)

If you have sold/are selling your business, please provide the following details:
Purchaser Name: _____
Address: _____
Telephone: _____ Fax: _____

[ ] I am closing my business **TEMPORARILY.** The closing date is: _____
(month / day / year)

The date operations will resume is: _____
(month / day / year)

_____ _____
Employer or Designate (Signature) Employer or Designate (Please print.)

_____ _____ _____
Position Telephone Date

BUSINESS DISCONTINUATION FORM

Firm Name: _____ Business Number: _____ NW _____
(Please print) (9 digits) (4 digits)

[ ] I am closing my business **PERMANENTLY.** The closing date is: _____
(month / day / year)

If you have sold/are selling your business, please provide the following details:
Purchaser Name: _____
Address: _____
Telephone: _____ Fax: _____

[ ] I am closing my business **TEMPORARILY.** The closing date is: _____
(month / day / year)

The date operations will resume is: _____
(month / day / year)

_____ _____
Employer or Designate (Signature) Employer or Designate (Please print.)

_____ _____ _____
Position Telephone Date

Workers' Compensation Board of Nova Scotia

ANNUAL SUBCONTRACTOR REPORT

1st and 2nd Quarters

This Report must be completed by all employers who use subcontractors. When completed, it provides a detailed description of all subcontractors hired and paid during each quarter and annually. At the end of each quarter, add the figures in the last column and use the total to determine your premium and payment. At the end of the year, the completed Report must be forwarded to the Workers' Compensation Board (WCB) of Nova Scotia.

This report is available electronically on the WCB's web site at www.wcb.ns.ca. If additional space is required, a spreadsheet including the information required on this report may be created and submitted to the WCB.

The Annual Subcontractor Report must reach the WCB on or before the last day of February in the year following the reporting year. It may be sent by fax to the WCB at (902) 491-8326, or by mail to the Assessment Services Department, Workers' Compensation Board of Nova Scotia, P. O. Box 1150, Halifax, NS, B3J 2Y2.

If you have questions about completing the Annual Subcontractor Report, please refer to the WCB's Employer's Guide, or contact the WCB at (902) 491-8324 in Halifax, or at 1-877-211-9267 toll free in Canada.

Firm Name _____ Business Number _____ NW _____

Address _____ Reporting Year _____

1 Subcontractor Name	2 Subcontractor Address	3 Business Number (9 digits)	4 Clearance Letter (Y / N)	5 Work Description	6 Total Value of Contract ($)	7 Labour Portion (%)	8 Actual Assessable Labour ($)
1st Quarter – January to March Report							
Total Actual Assessable Labour for 1st Quarter							$
2nd Quarter – April to June Report							
Total Actual Assessable Labour for 2nd Quarter							$

3rd and 4th Quarters continued on reverse side

Workers' Compensation Board of Nova Scotia

ANNUAL SUBCONTRACTOR REPORT *(continued)*

3rd and 4th Quarters

1 Subcontractor Name	2 Subcontractor Address	3 Business Number (9 digits)	4 Clearance Letter (Y / N)	5 Work Description	6 Total Value of Contract ($)	7 Labour Portion (%)	8 Actual Assessable Labour ($)
3rd Quarter – July to September Report							
Total Actual Assessable Labour for 3rd Quarter							$
4th Quarter – October to December Report							
Total Actual Assessable Labour for 4th Quarter							$

I certify that the information provided on this report is accurate and complete.

Name (Signature) _____ Name (Print) _____

Position _____ Telephone _____ Date _____